

Managers and Administrative Heads, follow these breadcrumbs to approve Telework Requests:

- Main Menu**
- HCM Systems**
- Manager Self Service**
- Time Management**
- Approve Time and Exceptions**
- Telework Agreement Approval**

NOTE: May also be found in your Worklist or through the link in the e-mail received after the employee has submitted their Telework Request.

Approve Teleworker Agreement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID

Begin Date 

Sequence Number

Search **Clear** Basic Search  Save Search Criteria

Upon selecting **Telework Approval Agreement**, this screen will populate.

Select search to look for **Telework Agreements** that require approval.

If there is only one (1), that request will populate the screen. If more than one (1) request is pending you will receive a list of names to choose from to approve.

Empl ID 000001751 KIMBERLY MICHAEL
Location Code MJC Maryland Judicial Center

Please upload Teleworker Work Schedule, Teleworker Work Plan, and Telework Agreement in ONE document. Teleworker requests without executed paperwork will be denied.

Telework Begin Date 01/31/2018
Teleworker requests cannot exceed 1 year.

*Telework End Date 07/03/2018

[View Attachment](#)

*Recurring Days/Week 1

*Average Days/Month 4

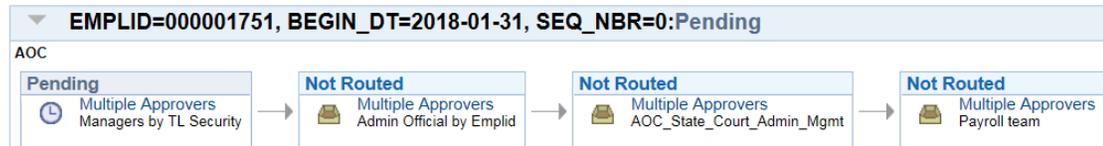
 [Teleworking Agreement and Schedule](#)

 [Teleworker Work Schedule](#)

 [Teleworker Work Plan](#)

I acknowledge that I do not have an active teleworker agreement and an AWS simultaneously

Teleworker Agreement



Comment

[Approve](#)

[Deny](#)

Managers can click **View Attachment** to view the **Teleworking Agreement and Schedule, Teleworker Work Schedule and Teleworker Work Plan** that have been completed and attached by the employee.

If there is no attachment, deny the request and have the employee complete another request with the required completed documents attached.

If documents are attached, approve the request. Upon the Manager approval, it will route on the approval path as indicated on the bottom of the form.

NOTE: The approval path may be different than the example provided, depending on your designed workflow.

Manager Dashboard will show the employee(s) on Telework with a countdown to expiration after the final approval by Payroll.

The screenshot displays the 'CONNECT Maryland Judiciary' Manager Dashboard. The top navigation bar includes 'Favorites', 'Main Menu', 'Manager Self Service', and 'Manager Dashboard'. On the right, there are links for 'Home', 'Sign out', 'Add To', and 'NavBar'. The dashboard is divided into several sections:

- Manager Self-Service Links:** A grid of icons for actions like 'New Position Request', 'Position Change Request', 'Probation Report', 'Separation Request', 'Accident Report', 'Disciplinary Action Request', 'Maintain Teleworkers', 'View Employee Personal Info', 'Create Performance Documents', 'Current Performance Documents', 'HR Worklist', and 'Employee Leave History'.
- Alerts:** A section with a warning icon and a 'View All' link.
- Manager Expiring Licenses:** A section stating 'No expiring licenses in the next 90 days'.
- EE's Exceeding 400 Hours FMLA:** A section with a warning icon and a loading spinner.
- Manager Late TL Audit:** A section with a loading spinner.
- EEs with Telework Agreements:** A table with columns for ID, Name, Start Date, End Date, Days/Week, Days/Month, and Days to Expiration. One row is highlighted in yellow with '12' in the 'Days to Expiration' column.
- Employees with AWS:** A table with columns for ID, Name, Start Date, End Date, Schedule, and Days to Expiration. One row is highlighted in yellow with '12' in the 'Days to Expiration' column.
- Direct Line Reports:** A section with tabs for 'Summary', 'Job Details', 'Contact', and 'Performance'. It shows a table with columns for 'Name', 'Job Title', and 'Performance Rating'.
- My Open Jobs:** A section with a loading spinner.
- Vacant Positions:** A section with a loading spinner.
- SPO/Bailiff Qualifications:** A section with a loading spinner.
- Employment Related Exp Dates:** A table with columns for ID, Name, Description, End Date, and Days to End Date.
- Employee Leave Bank Enrollment:** A section with a loading spinner.
- Pending Approvals:** A section with a loading spinner.